



Town of Leesburg

Special Event Permit Proposal

For special event information please contact:

**Town of Leesburg
Parks and Recreation Department's
Events Coordinator**

Linda Fountain

703.737.6052

lfountain@leesburgva.gov

Town of Leesburg Special Event Permit Proposal



Checklist

Before submitting your proposal, please be sure you have included the following items...

- ☐ Completed Proposal for permit submitted at least 120 days prior to the date of the proposed event.
- ☐ **\$50 non-refundable** Special Event Permit Proposal fee. Checks should be made out to the Town of Leesburg.
- ☐ Insurance policy valid over the dates of the event naming the **Town of Leesburg** as an additional insured in the amount of **\$1,000,000**. The Town's address on the certificate should be: 25 W. Market St, Leesburg, VA 20176.
- ☐ Proposed Site Plan detailing your event. See pages 2 and 4 for complete details. All plans are subject to review. Any changes to your Site Plan after submission will need to be approved by the Community Events Committee.
- ☐ *For walks and runs.* Proposed route overlaid on a map. Be sure to indicate what side of the street the walk/run will occur on, and if it will be on the sidewalk or in a traffic lane. See page 4 for complete details.
- ☐ Complete Loudoun County Online Event Information Form at <https://www.loudoun.gov/index.aspx?NID=827>. The County requests all event organizers complete this form.

*Use last page if additional space is needed to answer any of the enclosed questions.
You may also include additional attachments.*

Please note, no organizer should advertise their event without written approval from the Parks & Recreation Department or the Community Events Committee.

CONTACT INFORMATION

Full Name _____

Company/Organization _____

Phone # _____ Mobile/Day of Event # _____

Mailing Address _____

City _____ State _____ Zip _____

Email Address _____

ALTERNATE CONTACT

Full Name _____

Company/Organization _____

Phone # _____ Mobile/Day of Event # _____

Email Address _____

EVENT INFORMATION

Event Name _____

If park rental, what are desired rental dates? (Include any set-up break-down days needed)

Event Start Date _____ Event End Date _____

Set-Up Start Date _____ Break-Down Completion Date _____

Event Start Time _____ Event End Time _____

Set-Up Start Time _____ Break-Down Completion Time _____

Event Location _____

Nature of Event (race, walk, festival, concert) _____

☐ For Profit ☐ Non Profit/Number _____ Estimated Attendance _____

Event Description _____

Event Details

	YES	NO	
Tent or Canopies			Sizes and Number: _____
Portable Toilets			How many will you supply: _____ Note: 1 Portable Toilet per 100 guests at the peak attendance of your event is the guideline.
Inflatables/Amusement Rides			Sizes and Number: _____ Mark locations on proposed Site Plan
Amplified Sound			Number of Speakers: _____
Stage			Number of Stages and their sizes: _____ Mark locations on proposed Site Plan
Food Vendors			Number of food vendors: _____ (Temporary Food Permit may be required)
Admission or entry fees			Explain fees: _____
Signs and/or Banners			Identify where on site plan (page 5 and/or attachment) they will be displayed and indicate size.
Animals Involved			Explain: _____
Alcohol			Please contact us for details.
Parking Control Staff Onsite			How many will be onsite? _____ Please include a parking proposed site plan (page 5 and/or attachment).
Onsite Security			Security/Company Firm: _____
Items left overnight			Description of items: _____ _____
Water or Electrical Hook up			Mark these locations or indicate generator locations on proposed Site Plan
Portable Lighting			Mark these locations on proposed Site Plan

PUBLIC SAFETY INFORMATION

- Are you requesting street closures? ☐ Yes ☐ No

If Yes, list days and hours of closure: _____

List streets to be closed and attach a map indicating corresponding streets: _____

- Will vehicular or pedestrian traffic be entering/exiting onto public roadways? ☐ Yes ☐ No

If Yes, list roads: _____

What is your emergency plan for severe weather and how you will convey it to your attendees:

- Are you requesting police services for your event? ☐ Yes ☐ No

If Yes, what services are you requesting? _____

- Do you have an Emergency Plan? ☐ Yes ☐ No

If Yes, please attach your plan and how you will convey it to your attendees.

If No, a plan will need to be considered. Contact the Events Coordinator for more information.

- What is your trash and recycling removal plan? _____

MARKETING INFORMATION

- How do you intend to publicize your event? _____

- Website: _____

- The Town of Leesburg will post permitted events on the Town's Event Calendar located on our webpage. Please include a brief description (100 word max) of your event that you would like to be posted. Be sure to include a website address and contact information. _____

RELEASE

I agree to indemnify and hold harmless the Town of Leesburg, its employees, and its agents from and against any and all liability for any injury, which may be suffered in connection with this event. I also hold harmless the Town of Leesburg, its employees, and its agents from and against any and all liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Applicant's Name (Printed) _____

Applicant's Signature _____ Date _____

SITE PLAN/ROUTE MAP

PLEASE NOTE: SITE PLANS AND WALK/RUN ROUTES ARE SUBJECT TO REVIEW.

Any changes that are made to your *Site Plan/Route Map* will need to be approved by the Community Events Committee. Final *Site Plan/Route Map* must be submitted no less than 30 days prior to the event.

Your event *Site Plan/Route Map* should include, but not be limited to the following:

(We understand that in the proposal stage this will be a draft).

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing or emergency access.
- ☐ The provision of minimum 18' emergency access lanes throughout the event venue.
- ☐ The location of first aid facilities and ambulances.
- ☐ The location of all stages, platforms, bleachers, grandstands, canopies, tents, portable toilets, inflatables, portable lights, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures with their dimensions.
- ☐ A detail or close-up of the food booth and cooking area configuration including tent dimensions and booth identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ Generator location and/or source of electricity.
- ☐ Placement of vehicles and/or trailers.
- ☐ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures, along with the dimensions.
- ☐ Identification of all event components that meet accessibility standards.
- ☐ Other related event components not listed above.

Please provide a narrative/map/site plan and timeline of your event.

You may provide this information on the next page (pg. 5) and/or as an attachment if necessary.

SITE PLAN/ROUTE MAP - Detailed Description

(This page has been intentionally left blank to provide space for your event plan)